



# PHILANTHROPY MISSOURI

## Overview of Board & Committee Service

Share your interest in serving by completing the online form or contacting PhilMO CEO, Michelle Miller, at [michelle@philmo.org](mailto:michelle@philmo.org).

Philanthropy Missouri's Board of Directors and Committee members work on a volunteer basis to advance PhilMO's nonprofit vision and mission:

### VISION

We envision a thriving and equitable Missouri, served by a collaborative, purpose-driven, and effective philanthropic sector.

### MISSION

To equip, connect, and energize our Members and partners for thoughtful action and greater impact.

Further, Directors and Committee members oversee implementation of the 2021-2025 PhilMO Strategic Plan, which outlines goals to: (1) expand statewide; (2) deepen Member value while optimizing staff capacity; (3) build Member service to sector leadership; (4) center equity; and (5) strengthen organizational sustainability.

### Eligibility & Terms

Two-thirds of the Board and a majority of each Standing Committee must be staff or trustees of PhilMO Members in good standing; non-Members may serve in minority roles. Board terms are three years with a limit of two terms. Committees are established annually and have no renewal limits. Terms begin at Annual Meeting, currently held during the Statewide Conference the last Thursday and Friday of January.

### Board of Directors

Directors represent PhilMO to the community and provide fiscal and operational oversight. They participate in approximately 14 hours/year of meetings and attend PhilMO programs as possible. Directors commit to:

- Participate in quarterly meetings (3 virtual, 1 in person). The in person meeting often includes a social the evening before and a 3-5 hour training following Board business. **(10-12 hours/year)**
- Serve on at least one Standing Committee. **(4-8 hours/year)**
- Attend Statewide Conference & Annual Meeting the last Thursday & Friday of January. **(6-12 hours/year)**
- Represent PhilMO in the community, engage with PhilMO programs and services, encourage peers to consider membership, and oversee financial and operational procedures.

### Standing Committees

Committees serve a wide range of essential functions for PhilMO. The basic duties of each Committee are shared below to help potential volunteers identify where they may most meaningfully contribute. Committees meet virtually for 60-90 minutes. Annually, Committee members are encouraged to attend Statewide Conference as well as the social and training planned around the in person Board meeting (*see above*).

- **Audit Committee:** Meet twice annually. Select and liaise with external auditors. Review annual audit report and convey recommendations to the Board related to findings.
- **Engagement Committee:** Meet quarterly to ensure effective membership recruitment and retention. Review and revise policies for membership. Support strategic outreach to prospects. Approve new Members. Review engagement collateral and procedures such as flyers, applications, onboarding, etc.
- **Finance Committee:** Receive monthly financial statements; meet quarterly. Monitor cash flow, budget, and balance sheet. Review financial policies and all major grants. Develop investment plans for reserves.
- **Governance Committee:** Meet as needed. Manage Board evaluation and recruitment, including proposing an annual slate of nominees for Directors and Officers. Maintain bylaws; assess needs for Board training.
- **Programs & Services Committee:** Meet quarterly to ensure PhilMO programs, services, and products meet Member needs and support a culture of learning. Review and revise related policies and recommend effective information delivery systems. Engage with programs and services; convey related peer feedback.

*The PhilMO Executive Committee is closed; it is composed of officers as elected annually by the Board.*